

BIRLA INSTITUTE OF TECHNOLOGY

Mesra, Ranchi - 835215

Ref. GO/Notice /2018-19/ 151

Date: 06th April 2018

NOTICE

Sub: Rules regarding refund of fees under withdrawal to newly admitted UG, PG and Ph.D. students at Mesra and its Extension Centres within India.

It has been decided that refund of fees received from a student who has taken admission in any programme of the Institute and subsequently decides to withdraw from the programme will be made as per the following rules:

(A) For students admitted before commencement of classes:

Sl. No.	Particulars	Remarks
1	Withdrawal before commencement of classes, as notified by the appropriate authority.	Refund after deduction of Rs.1,000/- as processing charge
2	Withdrawal between 1 st and 7 th (both days inclusive) day from the date of commencement of classes, as notified by the appropriate authority, provided there is a subsequent round of admission scheduled wherein the seat thus vacated may be filled up.	80% of fee deposited at the time of admission (rounded off to the next Rs.100/-)
3	Withdrawal after seven working days from the date of commencement of classes	60% of fee deposited at the time of admission (rounded off to the next Rs.100/-)
4	Withdrawal after admission already being declared closed.	Only caution money

(B) For students admitted after commencement of classes:

Sl. No.	Particulars	Remarks
1	Withdrawal within seven working days after the date of admission provided there is a subsequent round of admission scheduled wherein the seat thus vacated may be filled up.	80% of fee deposited at the time of admission (rounded off to the next Rs.100/-)
2	Withdrawal after seven working days from the date of admission	60% of fee deposited at the time of admission (rounded off to the next Rs.100/-)
3	Withdrawal after admission already being declared closed.	Only caution money

However, the student has to apply to get the refund giving specific reasons for withdrawing permanently from the programme and the payment will be made by A/c payee Cheque in due course of time.

This provision for refund of fees is valid only for freshly admitted students at Mesra and its Extension Centres within India pertaining to academic session 2018-19.

There is no extra processing charge in case a candidate upgraded from one Centre to another against the same admission process. However, a candidate willing to change his/her Centre [during the spot round of admission against vacant seats, if any] will be required to pay an extra amount of Rs. 1,000/- against processing charge.



(Dr. A.P.Krishna)
Registrar

Copy to:

- (i) All Deans/HoDs/In-charges of Academic Departments
- (ii) All Directors of BIT Off-campus
- (iii) Addl Registrar (F&MM)/Dy. Comptroller/Dy. Finance Officer
- (iv) PS to Vice Chancellor
- (v) File